

Subject:**Disposal of Surplus Land & Buildings****Circular Number:**

FE 05/03

Date of Issue:

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Target Audience:

- Directors/Principals of Further Education Colleges
- FE College Estates Managers
- Further Education Governing Bodies

Summary of Contents:

This Circular sets down the procedures for all FE Colleges regarding the disposal of surplus land and buildings.

Responses:**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

Mr. Liam Martin
Further Education Estates Branch
Department for the Economy
Adelaide House
39-49 Adelaide Street
BELFAST
BT2 8FD

Status of Contents:

Information

Related Documents:

N/A

Superseded Documents:

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Expiry Date:

N/A

DEL Website:[Http://www.economy-ni.gov.uk](http://www.economy-ni.gov.uk)

Tel. 028 90257525

Email:

liam.martin@economy-ni.gov.uk

DISPOSAL OF SURPLUS LAND AND BUILDINGS

The purpose of this circular is to highlight the procedures and guidelines to be followed when FE Colleges propose to dispose of surplus land, buildings or assets. DfE clearance will be granted only if the steps below are followed.

- College management bring the proposal to dispose of land/buildings to the Governing Body of the college for sanction;
- The Governing Body approve the proposal;
- DfE approval is obtained to test the strategy via an Economic Appraisal/Business Case;
- The Economic Appraisal/Business Case is submitted to DfE for assessment and approval;
- When DfE approve the Economic Appraisal/Business Case, the property is disposed of in accordance with the Financial Memorandum and also Land & Property Services (LPS) guidance and approval;
- The Governing Body approve the sale;
- The Company Secretary signs and appends the seal to the sale documentation; and
- The funds are received and invested as per DfE approval.

It is essential that all disposals follow the guidelines set down in:

- LPS Guidance – The “Disposal of Surplus Public Sector Property” – <https://www.finance-ni.gov.uk/publications/disposal-surplus-land-and-property-publications>
- the *Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE)*. which provides guidance on appraising and evaluating expenditure in government.